

# Instructions for Completing the Maine Tick Borne Disease Claim Form Required by 24-A M.R.S.A. § 4302(5)

## **Due Date:**

February 1<sup>st</sup> of each year

*ALWAYS OBTAIN A CURRENT VERSION OF THE REPORT FORM FROM OUR WEBSITE -- OLD VERSIONS WILL FAIL TO LOAD INTO OUR DATABASE AND WILL BE RETURNED*

## **General Instructions:**

Report all claims made for the **diagnosis and treatment** of Lyme disease and other Tickborne illnesses. Treatment may include the use of antibiotics such as doxycycline, amoxicillin, cefuroxime, axetil, ceftriaxone, or penicillin, as well as others. Treatment may also include, but is not limited to, such things as physical therapy, acupuncture, behavioral health, and osteopathic manipulation.

Lyme Disease and other Tick-Borne illnesses are identified by the following ICD-10 codes:

- Lyme Disease (Borreliosis) ICD-10 codes A69.20, A69.21, A69.22, A69.23, A69.29
- Babesiosis ICD-10 code B60.0
- Ehrlichiosis (Anaplasmosis) ICD-10 codes A77.40, A77.41, A77.49
- Rocky Mountain Spotted Fever ICD-10 codes A77.0, A77.1, A77.2, A77.3, A77.9
- Powassan Virus (tick-borne viral encephalitis) ICD-10 codes A84.0, A84.1, A84.8, A84.9

**All fields must be completed**

**Blank fields will cause a load failure and the report will be returned for correction**

## **SECTIONS I & II: COMPANY AND CONTACT INFORMATION**

Complete sections I and II with the company's full name and NAIC code. Include the contact person's name (first and last) and contact information (Email and phone number). *Using an Email address that goes to a central inbox will ensure that future notices are received by the company in the event of staffing changes.*

### SECTION III. NUMBER OF CLAIMS FOR DIAGNOSIS AND TREATMENT OF TICKBORNE DISEASES

Report the number of claims, not the number of enrollees. It is possible for an individual to have many claims for the diagnosis and treatment of Tickborne disease over the course of their illness. Lyme Disease and other Tickborne illness are identified by the ICD-10 codes above.

The report is required of all Maine licensed carriers that hold “Health” on their COA regardless of written premium. If you do not have Tick-Born Illness claims or write plans other than healthcare – complete the report with all zeros and submit the report.

### SECTION IV. NUMBER OF CLAIMS SUBMITTED FOR THE TYPES OF TREATMENT FOR LYME DISEASE

For all claims reported in Section III under Lyme disease, provide information regarding the types of treatment that were provided. Other treatment may include non- antibiotic therapies administered for treatment of Lyme disease -- including physical therapy, acupuncture, behavioral health, osteopathic manipulation, or other prescription medications. For those reported under Other Treatment, please list the treatment type in the comment box provided.

➡ NOTE: Office Visits and Emergency Room Visits are NOT Treatment Types.

### SECTION V. REASONS FOR DENIAL OF CLAIMS FOR DIAGNOSIS AND TREATMENT OF ALL TICKBORNE DISEASES

For all claims reported in Section III, include the reasons for denial of those claims. There may be more than one reason for denial per claim. For each reason for denial of a claim that you reported under the "Other" category, you must specify what the other reasons for denial are in the comment field.

### SECTION VI. NUMBER OF APPEALS/RECONSIDERATIONS AND EXTERNAL REVIEWS OF CLAIM DENIALS FOR THE DIAGNOSIS AND TREATMENT OF ALL TICKBORNE ILLNESSES

For each of the claims reported in Section III, include the internal appeals, reconsiderations and independent external reviews. These do not include independent external reviews conducted by the Bureau of Insurance.

**Note:** It is possible for information about one enrollee to be entered in more than one category. For example, an enrollee could have paid claims for antibiotics and denied claims for Other Treatment.



## SUBMITTING YOUR REPORT

- Save the report as an Excel document with the following naming convention: **Full Company Name and NAIC Code.xlsx** (example: ABC Insurance Company 12345.xlsx) *Files saved in any format other than Excel will fail to load into our database.*
  - If you are completing multiple report types for your company it is acceptable to include part of the report title in the file name to avoid overwriting files on your hard drive or network (example: ABC Insurance Company 12345 Fraud.xlsx).
  - **Do not use acronyms**—We need to be able to easily identify your company as having filed the report.
  - **PDFs are not permitted, will not load and will be sent back**
- Email completed reports to [Barbra.L.Garboski@maine.gov](mailto:Barbra.L.Garboski@maine.gov)
- You may contact Barbra Garboski at 207-624-8440 or electronically at the above email with questions regarding filing the report